

Columbus – Bartholomew County Planning Department

Sign Application

Planning Department Use Only:

Jurisdiction: ☐ Columbus ☐ Bartholomew County ☐ Joint District

ZCC No.: _____

Sign Application:

Total Number of Signs Requested _____ (please attach a separate worksheet for each sign)

Applicant Information:

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Property Owner Information (the “owner” does not include tenants or contract buyers):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Tenant / Lessee Information (if applicable):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Notification Information (list the person to whom all correspondence regarding this application should be directed):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Property Information:

Zoning: _____

Current Use: _____ Proposed Use (if different): _____

Address: _____
(number) (street) (city) (state) (zip)or General Location (if no address has been assigned provide a street corner, subdivision lot number, etc):
_____**Supporting Information (please note the following which must be provided with the application):**

- ☐ A completed sign worksheet for each sign proposed (see attached form).
- ☐ A dimensioned drawing showing the size of each sign face and indicating each sign's proposed location (either on the face of a structure, or elsewhere on the property).
- ☐ A site plan showing the location of any types of freestanding signs proposed (including the sign location, the proposed sign setback from all rights-of-way, the landscaping at the base of the proposed sign, and all sight visibility triangles).

Applicant's Signature:

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

(Applicant's Signature)_____
(Date)**Property Owner's Signature (the "owner" does not include tenants or contract buyers):**

I authorize the filing of this application and will allow the Planning Department staff to enter this property for the purpose of analyzing this request.

(Owner's Signature)_____
(Date)_____
(Owner's Signature)_____
(Date)

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Sign Worksheet

(Attach a separate sign worksheet for each sign to the ZCC or Sign Application)

Use of the Sign (check only one):

- ☐ Permanent ☐ Temporary: from _____ to _____
(start date) (end date)

Type of Sign (check only one):

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Development Entry Sign | <input type="checkbox"/> Freestanding Sign | <input type="checkbox"/> Interstate Oriented Sign |
| <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Projecting Sign | <input type="checkbox"/> Pedestrian Entry Sign | <input type="checkbox"/> Directional Sign |
| <input type="checkbox"/> Directory Sign | <input type="checkbox"/> Window Sign | <input type="checkbox"/> Suspended Sign | <input type="checkbox"/> Flag Sign (commercial message) |
| <input type="checkbox"/> Banner Sign | <input type="checkbox"/> Inflatable Sign | <input type="checkbox"/> Beacon Sign | <input type="checkbox"/> Other: _____ |

Sign Features (check all that apply):

- ☐ Multiple Use Sign – Number of Secondary Elements (ie. tenant signs): _____
- ☐ Changeable Copy: _____ square feet
- ☐ Time & Temperature: _____ square feet

Sign Area:

Sign Area (total): _____ square feet (_____ feet tall X _____ feet wide)

Freestanding Sign Information (complete as applicable):

Sign Height (from ground level): _____ feet

Sign Area (primary element): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #1): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #2): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #3): _____ square feet (_____ feet tall X _____ feet wide)

Wall Sign Information (complete as applicable):

Area of Structure Front Walls: _____ square feet

Front Wall #1: _____ square feet (_____ feet tall X _____ feet wide)

Front Wall #2: _____ square feet (_____ feet tall X _____ feet wide)

Window Sign Information (complete as applicable):

Area of Windows: _____ square feet

Windows on Wall #1: _____ square feet (_____ feet tall X _____ feet wide)

Windows on Wall #2: _____ square feet (_____ feet tall X _____ feet wide)